



PO Box 229
Willoughby, OH 44096

440.975.3870

OUR MEMBERS

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Chagrin Falls Village
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Cleveland Metroparks
Eastlake
Gates Mills
Geauga Park District
Hunting Valley
Kirtland
Kirtland Hills
Lake County
Lake Metroparks
Mantua Township
Mayfield Heights
Mayfield Village
Mentor
Moreland Hills
Munson Township
Newbury Township
Orange Village
Pepper Pike
Russell Township
Solon
South Russell
Waite Hill
Wickliffe
Willoughby
Willoughby Hills
Woodmere

www.crowp.org

Chagrin River Watershed Partners (CRWP) is a grassroots-level 501(c)(3) organization that serves member communities and park districts in the Chagrin River watershed and hundreds of partners across Ohio. Our mission is to preserve and enhance the Chagrin River, Lake Erie and other Ohio watersheds to ensure a sustainable future for people, plants, and animals. Thank you for your interest - we hope you'll consider joining our team!

Job Title: Associate Director

Position Summary

Chagrin River Watershed Partners seeks a highly experienced and collaborative leader to join CRWP's team as an Associate Director. The Associate Director spearheads and leads a variety of conservation projects and programs, must be a self-starter, and think creatively to identify solutions to environmental challenges.

Responsibilities

- Work with senior staff and board leadership to develop strategic and annual work plans.
- Secure funding, partner support, and landowner participation for conservation projects and initiatives.
- Lead conservation, stormwater, flood mitigation, and park improvement projects, including but not limited to:
 - Identifying solutions and planning projects
 - Developing strategic partnerships with communities, landowners, and stakeholders
 - Identifying funding opportunities and writing grant applications and proposals
 - Procuring and managing design and construction services
 - Ensuring regulatory compliance
 - Administering grants and partnership agreements
 - Tracking and communicating conservation outcomes and successes
- Work with the team to diversify and increase sources of unrestricted programmatic and operational support.
- Assist with organizational budgeting and fundraising.
- Train and supervise staff as needed.
- Develop, implement, and track outcomes of watershed and balanced growth plans.
- Develop research partnerships and programs.
- Assist communities with land use planning, zoning, model watershed protection codes, and compliance with environmental regulations.
- Develop and lead environmental stewardship, trainings, and education programs.

Qualifications

- Five to seven (5-7) years of experience in environmental protection and restoration, watershed management, stormwater management, natural resource management, environmental policy, or related field strongly preferred.
- Bachelor's degree in environmental science, environmental policy, ecology, geology, biology, planning, natural resource management, water resources, or related field required. Graduate degree preferred.
- Must be self-motivated and demonstrate strong organizational, leadership, problem solving, and analytical skills.
- Ability to develop and maintain collaborative partnerships.

Qualifications (continued)

- Excellent communication, listening, technical writing, and presentation skills.
- Ability to make sound decisions with little guidance.
- Demonstrated professionalism and strong commitment to high standards and personal accountability, including discretion and confidentiality.
- Experience in project management required.
- Cultural competency and professionalism in community-based settings.
- Passionate about conservation.
- Ability to work in a fast-paced environment managing multiple projects, priorities, and relationships.
- A track record of developing, securing funding, and leading successful conservation projects.
- Understanding of laws and policies governing land use and water quality management at the local, state, and federal levels.
- Training and experience in ecological and environmental research, including study design, assessment methods, data analysis, statistics, and modeling preferred.
- Ability to conduct natural resource and stormwater management fieldwork in a variety of weather and terrain conditions.
- Ability to attend evening and weekend meetings as needed.
- Proficiency in ArcGIS Pro preferred.
- Proficiency in Microsoft Office, including PowerPoint and Excel required.
- Must have a valid driver's license and be able to use personal vehicle for work-related travel across Ohio on a regular basis and limited out of state travel. Mileage will be reimbursed at the federal rate.
- Reasonable accommodations will be made for qualified applicants as needed.

Work Location

- Hybrid. 60-70% Remote. 30-40% in person meetings and field work. Varies seasonally.
- Some evening and weekends required.
- Must be able to do work-related travel within Ohio on a regular basis and travel out of state on a limited basis.
- Office location: 35350 Lakeshore Boulevard, Eastlake, Ohio, 44095.

Job Type

- Full-time (40 hours/week).

Salary & Benefits

- Starting salary range: \$75,000 - \$85,000, commensurate with experience.
- Paid vacation, sick, and holiday leave.
- SIMPLE IRA retirement plan.
- Medical coverage, including dental and vision.
- Fast-paced, energetic work environment.
- Equal opportunity employer.

How to Apply

Applications will be accepted on a rolling basis until the position is filled. If you are interested in being a part of our team and think that Chagrin River Watershed Partners would be a good fit, please send a cover letter and resume to chagrin@crwp.org telling us about yourself, your work experience, and what motivates you about this opportunity. Please write in the subject line: APPLICATION FOR ASSOCIATE DIRECTOR.